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**2023-2024**  
**PARENT & SWIMMER**  
**HANDBOOK**



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## **INTRODUCTION**

**Welcome to the Brandywine Coatesville & Lionville YMCAs Winter Swim Team! The coaches, swimmers, and families of our team are looking forward to meeting you and working with you throughout the swimming season. Our program is a competitive swim team offering instruction, training, and competition to young people of all ages and abilities. We are extremely proud of this organization and the contributions that it makes to the lives of young people.**

**This handbook will help to familiarize your family with the Brandywine Coatesville & Lionville YMCAs Winter Swim Team and competitive swimming in general. You will be introduced to team policies and the basic information concerning day-to-day participation in the BCLY program. It is our hope that this handbook will help you better understand and enjoy the inner workings of the Brandywine Coatesville & Lionville YMCAs Winter Swim Team and the world of amateur swimming.**

**Best wishes for a successful season,**

**Brandywine Coatesville & Lionville YMCAs  
Coaching Staff**





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## **SWIM TEAM POLICIES**

### **❖ Practice Groups**

- 1. The coaching staff spends several days creating the practice groups at the beginning of each season. We break down the groups on the current demographic not only based on ability but also by age. The groups listed on Go Motion (formally Team Unify) are just a guideline prior to assessments and current swimmers committing in Go Motion.**  
**We also have the groups set so there is not overcrowding in the lanes.**
- 2. Each swimmer may ONLY attend the practice group that they are assigned to. They must also only attend the location that they requested. Swimmers may not bounce between branches to practice. If several swimmers are moving between groups, it will become a major safety concern in the lanes. Swimmers may not swim in another practice group. This is to protect the integrity of each group and the safety of the swimmers.**
  - If you have extenuating circumstances, please contact Coach Bryn or Coach Kelly.**
- 3. Consequences for not attending the correct practice groups:**
  - On the first offense the swimmer will be turned away from practice and Coach Bryn or Coach Kelly will send an email to the parents reminding them of the practice group policy.**
  - The second offense, the swimmer will again be turned away from the incorrect practice group and their parents will be notified by email that this swimmer will not be allowed to swim in their next scheduled swim meet (if we have swim meets). If the meet is a USA or Y meet, your invitational entrance fees will be forfeited.**
  - The third offense, the swimmer will again be turned away from the incorrect practice group and their parents will be notified by email that this swimmer will not be allowed to swim in their next scheduled swim meet and suspended from the team for one week. There will be no reimbursement of swim team fees during the suspension and any meet fees will be forfeited.**
  - After the fourth offense, the swimmer will be removed from the team for the remainder of the season. There will be no reimbursement of swim team fees due to the removal from the team and any meet fees will be forfeited.**

### **❖ Practice Attendance**

- 1. We encourage swimmers to attend as many practices as possible. The coaching staff conducts practice in a positive atmosphere with an appropriate degree of discipline, reflective of the age and maturity of the swimmers. Although we realize swimming should be fun for all those who participate, everyone must understand that the goal of the coaching staff is to make all swimmers better swimmers.**





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2. Regular attendance at practices is part of the discipline of swimming and should become routine. Only through practice can a swimmer hope to reach established goals. If swimmers begin to have a poor practice attendance, we reserve the right to move them down to a lower group or into Stroke/Conditioning.

3. Recommended number of practices per week per group:

<b>Groups</b>	<b>Recommended Attendance per week</b>
<b>Silver</b>	<b>1-2 practices a week</b>
<b>Purple &amp; Arctic</b>	<b>2-3 hours of practice a week</b>
<b>Blue</b>	<b>4-7 hours of practice a week + Dryland</b>
<b>Senior</b>	<b>7-8 hours of practice a week + Dryland</b>

Please note that the coaching staff recognizes that swimmers have other activities and school. We understand if swimmers cannot attend all of the scheduled practice. Each group does have a practice built into the schedule to give flexibility for the swimmers to miss a practice a week.

4. YMCA of the Greater Brandywine Policy:
  - Parents of swimmers 11 and under must come into the Y with their swimmer(s) while they scan in their Y card and must come back to be at the Y when their swimmers are completed practice.
5. Every swimmer should be on the pool deck ready to swim three to four minutes before their scheduled starting time.
  - Swimmers may NOT play in the Main Pool prior to their practice (the ramp or pool). Please have them sit or stand against the wall at the shallow or deep end of the pool depending on their group.
6. Please do not send them into the main pool area more than 5 minutes early or they will be asked to leave and not practice that day. Swimmers should plan to stay the entire practice. Practices are designed for the allotted time and the last part of practice is as important as the first.
  - Repeated occurrences of coming late or leaving early will result in a loss of their spot in their group. There will be no reimbursement of swim team fees due to the removal from the team and any meet fees will be forfeited.
7. LATE POLICY
  - Swimmers who are more than 10 minutes late (in the water) for a 45-60 minute practice will be turned away from practice.
  - Swimmers who are more than 15 minutes late (in the water) for a practice that are minutes or more will also be turned away from practice.
  - Late swimmers interrupt the flow of practice. Many times, lane assignments are given prior to the start of practice and must be reassigned for late arrivals.
8. LEAVING EARLY
  - Swimmers who need to leave more than 10 minutes early for a 45-60 minute practice are asked NOT to attend practice.
  - Swimmers who need to leave more than 15 minutes early for a practice that is 61 minutes or more are also asked to NOT attend practice.
  - Swimmers leaving early distract others in their practice.



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- If swimmers tell a coach that they need to leave practice too early for their practice group, they will be turned away from practice.
  - Swimmers must tell their coach at the beginning of practice if they need to leave early.
9. If your swimmer will be out of the water over an extended period for vacation or with an injury or illness, please notify Coach Bryn via email.
10. Occasionally, if we have meets there could be a chance that the majority of a practice group may be attending a meet, in which case you will be notified of a practice change by email and/or website.

### ❖ ***Parent's On Deck or Mezzanine***

- **PARENTS MAY NOT BE ON DECK at any time.**
- Parents should not interrupt or talk to coaches or their swimmers on deck during the practice. It is very distracting to the swimmers that are practicing.
- Parents may sit in the mezzanine or along the windows outside the pool area in the lobby at LCY and through the glass doors at BCY.
- The best form of communicating with the coaches is via email and then the communication can evolve from there.
- Parents **cannot** video/record practice from the mezzanine or windows. This is an Association rule. Please also do not take pictures during practice as there are other members using the pool.
- You may also workout at the Y during your swimmer's practice if you are also a member of the YMCA of the GBW. If you are not a member of the YMCA of the GBW, please either drop off your swimmer or watch from the mezzanine. Please refrain from using the areas that are for members.

### ❖ ***Practice Equipment***

- All practice groups are expected to be at their designated starting places with their practice equipment ready to start practice on time.
- Required standard equipment for all groups include a swimsuit (any make, any color), goggles, and swim cap (REQUIRED FOR ANYONE WITH HAIR THAT CAN FALL IN EYES OR GET CAUGHT IN LANE LINES). Please make sure swimmers have extra cap and goggles in their bags.
- Fins, snorkels and paddles are required for swimmers if they are in Blue or the Senior Groups. Swimmers must have an equipment bag and bring it to and from their practice. We are working on purchasing locked cages for the deck to store swimmer's equipment, if you do not want them bringing their back and forth.



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## ❖ *Behavior*

1. All swimmers are expected always to follow the verbal directions of the coaching staff. At no time will disrespectful attitudes be tolerated from any swimmer. When a coach signals that he/she is ready to explain a set or drill, a swimmer must stand up in the water and have eyes and ears open to accept directions. No talking will be allowed during explanations or announcements.
2. Swimmers may leave practice only with the coach's permission.
3. Swimmers are encouraged to support their teammates in practice as well as in competition. Working together as a unit for the benefit of all individuals of the group is an important part of the BCLY spirit.
4. Failure to comply with the rules stated above can result in one of the following or immediate suspension of expulsion depending on the offense:
  - First offense: A verbal warning.
  - Second offense and later offenses: The swimmer will be asked to sit on the bench or leave practice and a discussion with parents to discuss the matter.
  - Chronic offender: A parental meeting will be scheduled to discuss the concerns.

## ❖ *Swimmer's Code of Conduct*

The Code of Conduct is the standard of behavior that is expected of all BCLY swimmers. It is in effect while you are a Brandywine Coatesville & Lionville YMCAs team member.

1. I will adhere to all rules and regulations and will refrain from illegal and inappropriate behavior that would detract from a positive image of the BCLY Swim Team or be detrimental to its performance objectives. This includes but is not limited to the following:
  - A. During practices, all swimmers are expected to conduct themselves in a manner that enables and promotes a learning atmosphere for everyone involved. Abusive language and behavior, or disrespectful acts toward teammates and coaches will not be tolerated.
  - B. Appropriate behavior is to be displayed in locker rooms and the entire facility before and after practices and meets. Inappropriate behavior includes throwing items, rude remarks, physical contact, and damage to the locker room area or any other area on the premises.
  - C. Sportsmanlike conduct is always expected. This includes showing respect for officials, competitors, teammates, coaches, and the public. A swimmer is a representative of the Brandywine Coatesville & Lionville YMCAs at all times, and his/her actions reflect on the team in and out of the pool. Swimmers will seek and willingly receive instruction both in the skills of the sport and in proper sporting behavior and good sportsmanship.



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- D. The possession, sale, or use of alcoholic beverages, tobacco products, non-prescribed drugs, and/or hazardous objects is prohibited at all times.
  - E. Stealing is NOT permitted. No forms of vandalism or damage to any facilities or equipment used during a team function, whether at the Brandywine Coatesville YMCA, Lionville Community YMCA or any other location, will be tolerated.
    - This will call for immediate dismissal from the team without a refund and possible expulsion from the YMCA of the GBW.
  - F. Littering of any kind at practices or meets will not be excused. Swimmers are expected to clean the team area after all team functions.
  - G. Team members are expected to behave in a responsible manner off and on the pool deck. Team members must refrain from any offensive action, words, texts, pictures or gestures, including any type of social media. This includes obscenities, disrespectful cheers, or other inappropriate forms of behavior. Swimmers will pay attention to the coaches and give her/him the respect s/he deserves.
2. Violations of this Code of Conduct will result in disciplinary action up to and including immediate expulsion or non-retention to the following year as determined by Coach Bryn & Coach Kelly. All expulsions are nonrefundable.

## ❖ ***Cancellation Policy***

- 1. **Non-Refundable Registration fee**
  - A. **This fee is non-refundable.**
- 2. **Winter Only Program Fee**
  - A. **If you wish to cancel within the first four weeks of the season, your fee will be pro-rated for any reason given for the withdraw from Swim Team.**
  - B. **The winter only fee will only be pro-rated for cancellation after week four for medical reasons (with a doctor's note) or for family relocation. Please note the winter season is more strenuous and time consuming than Stroke/Conditioning and our Summer program, please know swimmers are committing to a 24-week program.**
- 3. **Year Round Program Fee**
  - A. **If you wish to cancel within the first four weeks of the season, your fee will be pro-rated for any reason.**
  - B. **The Year Round fee will only be pro-rated for cancellation during weeks 5-24 of the winter season for medical reasons (with a doctor's note) or for family relocation.**
  - C. **Your fees will NOT be prorated after week 24, since this is already a discounted fee.**



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#### 4. Meet Invitational Fees

- A. All meet invitational fees are prepaid to the meet host. Once our entries are accepted into the meet, you will still be charged the meet invitational fees even if your swimmer does not attend.

## SWIM MEET INFORMATION

- Everyone will have to swim in two dual meets in order to receive a team gift and compete at Divisional Championships, Charlie Hartley, Districts, States and Nationals.

### ❖ DUAL MEET POLICY:

- All swimmers on the team **MUST** commit and swim in ***TWO*** dual meets this season or they cannot be on the Winter Team. They cannot attend the Winter Banquet and will not receive a team gift if they do not swim in **TWO** dual meets. If your swimmer does not want to swim in meets, they can swim in the Stroke & Conditioning Academy during the winter season.
- If your swimmer practices the entire season without competing in **TWO** dual meets over the winter season, they will be moved to the Stroke & Conditioning program the following winter season. The only exceptions are (1) if your swimmer was injured during the season or (2) you moved out of the area and then back into the area.

### ❖ MEET CLASSIFICATIONS:

- **Penn Del Swim League**– The BCLY orcas will be swimming in the Penn Del Swim League. We compete against other YMCAs in the area. These dual meets will either be held at the Lionville YMCA or at another participating pool. We encourage all swimmers to attend these dual meets. These meets help promote team unity as all swimmers receive the opportunity to participate. The coaching staff will choose the swimmer's events for dual meets. Swimmers must swim in 2 dual meets in order to swim at the Divisional Championships, Charlie Hartley, YMCA Districts, YMCA States and YMCA Nationals.
- **Penn Del Swim League Championships**– Swimmers who participate in a minimum of three dual meets are eligible to swim in the league championships. This is a team rule not a league rule.
- **Charlie Hartley Silver Championships**– Swimmers who **do not qualify for Districts** will be offered the chance to attend this meet. This meet is a celebration for those swimmers to cap off their season and a last chance qualifying meet for Districts. If a swimmer has 3 or more District qualifying times they may not attend this meet.





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- **YMCA East District Championships**– Swimmers (8 and older) meeting qualifying time standards for this meet will compete against the best swimmers in the Eastern part of Pennsylvania. Swimmers placing in the top 12 in an individual event or top 9 in a relay will qualify for the State Championships. Swimmers are expected to compete at Districts if they qualify. Swimmers that qualify AND compete at Districts will receive a District/State T-Shirt and a District latex cap. District silicone caps can be purchased for an additional fee.
- **YMCA State Championships** – One of the higher levels of achievement BCLY swimmers strive for is participation in the State Championships. Swimmers compete against the best YMCA swimmers in the state of Pennsylvania. Swimmers are expected to compete at States if they qualify. The only exception is if they have qualified for Short Course Nationals. They may opt out of YMCA States to focus on YMCA Nationals. Swimmers that qualify AND compete at States will receive a State latex cap. State silicone caps can be purchased for an additional fee.

*The qualifying times for Charlie Hartley and Districts.*

can be found (once we receive them) under their event page on Go Motion (fka Team Unify).

#### **DISTRICT & STATE CHAMPIONSHIP RELAYS –**

Our team is permitted to enter one (1) Freestyle and one (1) Medley relay per age group, both boys and girls in the District and State Championship meet. Each relay will be made up of the four (4) fastest individual swimmers. However, there are instances when we use coaches discretion i.e. a swimmer has not done their best time since September or October, poor practice attendance etc. available for that relay. NO RELAY WILL BE FINAL UNTIL THE DAY OF THE MEET. All relays are put together by the coaching staff. There is to be NO INPUT from parents.

- **YMCA National Championships** – Over 1,400 YMCA swimmers annually compete at the YMCA Competitive Swimming and Diving Championships, making it the largest national swim meet in the world. National Championships are held at various locations all over the United States, bringing only the highest level of competition for our swimmers. There are qualifying standards for Nationals.
  - **NATIONAL RELAYS:**
    - Each relay will be made up of the four (4) fastest individual swimmers.
    - **SHORT COURSE:** *The decision for Short Course Nationals will be made at the conclusion of the YMCA District meet. All swimmers that attend Short Course Nationals MUST commit to practicing 4 days a week the month of March.*
    - **LONG COURSE:** *The decision for Long Course Nationals will be made by June 30<sup>th</sup>. All swimmers that attend Long Course Nationals MUST commit to practicing 4 days a week during our Long Course season.*
    - *The decision dates could be altered to a later date due to extenuating circumstances.*
  - **NATIONAL GEAR:**
    - *Swimmers must qualify and compete in order to receive the gear below.*



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- ALL Speedo products are contingent on being in stock at Speedo. We may replace any Speedo item that is out of stock with another comparable item.

Category	National Latex Cap	National Team Speedo T-Shirt	Speedo Shorts	PA Finest T-Shirt	Speedo Backpack	Speedo Warm Up Jacket
1 <sup>st</sup> Time National Qualifier (SC or LC – unless noted)	√	√	√ (SC)	√ (SC)	√	√
Repeat National Qualifier	√	√	√ (SC)	√ (SC)		

- If a swimmer receives National gear and decides to leave the team within 60 days of attending Nationals for another swim team within 60 miles of BCLY, their Activenet YMCA account will be charged for all of the National gear they have received.

● **USA Swimming-**

- Swimmers at the Brandywine Coatesville & Lionville YMCA also have the choice to join the USA Swimming program. This is extension to our YMCA meets.
- This is also an additional fee and there will be a surcharge for each meet to help offset traveling costs for the coaching staff.
- It is suggested that swimmers 13 and over that are interested in swimming at the collegiate level join USA Swimming. Swimmers 12 and under do not need to join as we have plenty of Y meets to attend.
- YMCA meets, and invitationals take precedence over USA Swimming meets. We are a YMCA swim team first that sometimes participates in USA Swim Meets.
- To swim in a certain classification (C/B/A/AA/AAA/AAAA), a swimmer must have achieved the qualifying time for that particular age group. Time standards for each age group are established and published each year by United States Swimming. This permits fair yet challenging competition on all levels.
- USA Swimming competitions give the swimmers the opportunity to choose their own events.

❖ **Meet Scheduling**

1. The season’s meet schedule will be posted on Go Motion (fka Team Unify) once it has been set with the League. The League usually sets the schedule by the end of September.
2. The meet schedule has been established to allow each swimmer to compete and participate on a variety of levels. We do not schedule any meets unless we feel it is important to participate. You can sign in/out for each of our meets on Go Motion (fka Team Unify).





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3. Please try not to overload your swimmer with too many meets or events within a meet. It is not good for their development and may result in premature burnout of the sport. If you have any questions regarding this, please contact Coach Bryn.
4. The coaching staff determines dual meet events. The BCLY coaching staff reserves the right to advise 12 & older swimmers of their events to swim in invitationals.

### **❖ How to Enter Meets**

1. All meets will be posted on Go Motion (fka Team Unify) under the Events tab. Once an event has been set, we will send out an invitation email to each swimmer for that meet. Please commit or decline to each meet for each of your swimmers.
2. A reminder email will be sent out one week prior to the meet event deadline.

### **❖ Payment for Invitationals**

1. The Brandywine Coatesville & Lionville YMCAs Swimming prepays all meet fees so BCLY Swimming can compete at invitationals. Refunds will not be given once the entry fees have been pre-paid to the host team and have been charged through Go Motion.
2. You must choose one of these options for payment this season:
  - A. Bank Account
  - B. Credit Card
  - C. Debit Card
3. Coach Kelly will send out a fee report for each invitational once we receive notification that we have been accepted into the invitational.
4. There will also be a surcharge for all invitationals to help offset the cost of travel for coaches. This fee will be paid through Go Motion (fka Team Unify). Please see the chart below:

#### **Away Meet / Invitational Swimmer Surcharges**

<b>Meet Type</b>	<b>Surcharge</b>
<b>YMCA/USA National Level Travel Invitational</b>	<b>minimum of \$30.00</b>
<b>YMCA/USA Travel Invitational (coach overnight stay)</b>	<b>\$ 25.00</b>
<b>YMCA/USA Local Invitational (no overnight stay)</b>	<b>\$ 15.00</b>
<b>Penn-Del Dual Meet</b>	<b>\$ -</b>
<b>Summer League Dual Meet or Invitational</b>	<b>\$ -</b>



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## ❖ Meet Procedures for Dual Meets and Invitationals

1. Check ALL meet entry invitations as soon as they are emailed out. This ensures that a swimmer is entered in the meet and they know what events they are entered.
2. Plan your travel time so that you arrive at the pool at least 15-20 minutes prior to the warm-up time. It is important that the swimmer has appropriate time to warm-up and become accustomed to the facility.
  - *If your swimmer misses warm-ups, they will be scratched from the meet. The only exception is if you contact Coach Bryn prior to warm-ups due to traffic or a previous engagement.*
3. Wear the proper team uniform.
  - *Swimmers MUST wear their team suit (unless they are wearing a technical suit for big meets) and a BCLY cap to race for all dual meets.*
  - Latex BCLY caps will be distributed to each swimmer at the beginning of the season.
  - We encourage the swimmers, while on deck, to wear a BCLY team t-shirt (these will also be distributed prior to our first meet).
  - You are representing the Brandywine Coatesville & Lionville YMCAs and should be proud to support your team.
4. Please review the line-up at the beginning of each meet to familiarize yourself with your swimmer's events. The coaching staff will choose the events for the swimmers in dual meets. The staff tries to switch up swimmer's events to make them well balanced.
  - We make sure we do not put swimmers in events that we know they cannot physically swim due to an injury OR if they are illegal.
  - Swimmers may not ask to be taken out of an event simply because they do not want to swim it. Please encourage your swimmers to believe in themselves and be as positive as you can when they do not want to swim an event.
  - Our philosophy here at BCLY is to have well rounded swimmers and they should not be swimming the same events each weekend. We are also preparing them for what lies ahead when they swim high school or possibly college.
  - If a swimmer habitually misses an event because they do not want to swim an event, they will be suspended from their next dual meet.
5. Each BCLY swimmer is responsible for knowing which events he/she is swimming, for being present at the start of the event, and for knowing what time to swim. We will have coaches assisting those 10 & Under with lining up for their events. Those 11 & Over are responsible for themselves.
6. Before reporting to the blocks, a swimmer should talk with a member of the coaching staff to review race strategy and goals.
7. At the end of the race, the swimmer should ask the lane timers for the stopwatch time. All swimmers are to report immediately to the coaching staff. This gives the coaches an opportunity to discuss the race with each swimmer and add positive comments concerning splits, stroke technique, and race strategy.



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8. At most meets, electronic timing is used. The official timer generally is the one recorded in the computer as the swimmer touches the touch pad. This time will appear on the scoreboard. If a swimmer misses the touch pad or there is a mechanical failure, various back-up times may be used. The timing and scoring personnel analyze all times to determine the official times, which are then posted as final results.
9. Between races, swimmers are asked to sit on deck (or in team area) with the team, rest, and stay warm. Our goal is for all energy to be stored and used in competition. If swimmers eat during the competition, a light nutritious snack is recommended. Do not wander off in between races or sit in the stands with family members.
10. It is very important to check with the coaching staff prior to leaving a swim meet to make sure that the swimmer has not been placed on a relay.
11. Swimmers may **NOT** attend any meet (USA, Dual, Invitational, etc) without a BCLY coach present. **No exceptions.** Failure to abide by this rule could result in your swimmer being removed from the team without a refund.

### ❖ ***Meets with Prelims and Finals (typically invitationals)***

There are several USA swimming policies that govern swim meets with prelims and finals. Please familiarize yourself with these so that you can have your swimmer at the pool when he/she is supposed to swim. These are not optional rules and may not be adjusted by the coach.

1. **Check-in events:** Usually all 400 IM's, 500 and 1650 Freestyle events will be positive check-in events. The coaches have a set time that all swimmers must be checked-in if they are going to swim in these events. If they are not checked in, they will not be permitted to swim. Once checked-in, if a swimmer misses the event, he/she will automatically be scratched from his/her next individual event or from the remainder of the meet.
2. **Relays:** Relays are also check-in events. Once they are checked-in, swimmers must swim in the event. The coaching staff will not know when each relay will be swum until after the check-in deadline. Sometimes swimmers need to come back for finals to swim in these relays. Be sure you know if you are in a relay and when it will be swum (at the end of prelims or finals). Relays are a team effort and it takes all 4 members to have a successful relay swim.
3. **Final events:** Before you leave the pool after prelims, double-check with the coaches and the results to see if you made finals. Someone ahead of you might have scratched to move you into the finals. Know how many people come back for finals (this might differ from meet to meet).
4. If you are swimming in the evening, ask your coaches what time you should report back for warm-up. There is a penalty for any swimmer failing to show up for a final event – he/she will be scratched from the rest of the meet.



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### **❖ *Scratching at the Dual Meets and Invitationals***

1. Swimmers should swim all events in which they are entered. Our goal as a coaching staff is to make the swimmer well rounded and to prepare them for High School swimming.
2. A swimmer may not scratch (withdrawal) himself/herself from an event. Only the coach in charge of the meet may scratch a swimmer from an event.
3. If a swimmer scratches without a coach's approval, they can be suspended from practice or from the team.
4. Fees will still be owed for the invitational if the swimmer scratches after the entries are accepted by the meet host, since invitational fees are prepaid to the meet host.

### **❖ *Behavior at the Dual Meets and Invitationals***

1. Whenever and wherever a BCLY swimmer wears any item of the team uniform, the individual should remember that his/her actions and words reflect on the team they represent, and they should behave accordingly. Let your actions reflect the pride you have in the BCLY organization.
2. As a matter of courtesy to the officials and meet hosts, parents must stay off the deck and competition venue unless they are competing or servicing in an official capacity (timer, place judge, official, etc.).
3. All questions swimmers or parents may have concerning meet results, an officiating call, or the conduct of a meet should be referred to the coaching staff **ONLY**. If appropriate, the coach will pursue the matter through the proper channels.
4. As a matter of pride, leave the BCLY team area in a neat and clean condition at the end of the meet.
5. Swimmers should swim all events in which they are entered. If a swimmer no shows for an event without telling a coach, they may be suspended from their next dual meet or invitational.
6. Swimmers will be expected to swim in ALL final sessions in which they qualify.
7. Trash-talking or bullying at any type of meet/invitational is unacceptable. If a swimmer is accused of this the situation will be investigated. If it is found that a swimmer has been trash-talking or bullying another swimmer (whether it be a BCLY swimmer or someone on another team) at a meet/invitational they may be suspended or removed from the team without reimbursement.

### **❖ *Receiving Awards in Public***

- Whenever there is a system of presenting awards at a meet, it is customary for swimmers to be prompt and to cooperate fully with dignity and respect at the presentation.
  - If a swimmer owns a full club uniform, it should be worn when accepting an award.
  - At minimum, the swimmer must wear a team t-shirt that is given to them at the beginning of the season or before the meet.



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- It is also customary for our swimmers to be polite and modestly thankful for any awards they receive.
- It is appropriate to congratulate other swimmers and to receive like congratulations with poise and a “thank you.” Good sportsmanship is essential.
- If photos are being taken, we ask the swimmers to remain until the pictures are complete. The image you present reflects the team. Please be respectful during these photo opportunities.

## **ROLES IN BCLY PROGRAM**

### **❖ *Parent-Swimmer-Coach Cooperation***

To have a successful program, there must be complete understanding and cooperation among parents, swimmers, and coaches. The progress your swimmer makes depends to a great extent on this triangular relationship. It is amazing how much a swimmer can progress in one season; however, there will be some ups and downs. It is with this in mind that we ask you to consider the following section carefully.

### **❖ *Parent Guidelines***

You as a parent have done a great deal to raise your child. You create the environment in which they are growing up. Your child is a product of your values, the structure you have provided and the model you have been. Human nature, however, is such that a person loses some ability to remain detached and objective in matters concerning his/her children. The coaching staff’s experience has found that the following guidelines will help you keep your child’s development in the proper perspective.

1. Every individual learns at a different rate and responds differently to the various methods of presenting skills. Some swimmers obviously take more time to learn. This requires more patience on the part of the parents and the coaches.
2. When an athlete first comes out for the team and starts practicing, it is possible for him or her to worsen rather than improve. In the case of team members in our Silver, Green and Teal Groups, this might be due to the emphasis placed on stroke technique. It takes a great deal of attention to master these skills. These new sets of habits are the basis for later improvement once they reach Blue and the Senior Groups.
3. Plateaus can occur at one time or another in every swimmer’s career. Plateaus can be in both competition and training. A plateau signifies the swimmer has mastered lower-ordered skills, but they are not yet sufficiently automatic to leave the attention free to attack newer, higher-order skills. It is important to explain to the athlete that plateaus can occur in all fields of physical learning. The more successful athletes are those who work through this passing delay in improvement and go on to achieve greater performance, approaching their personal potential.





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4. Younger swimmers are the most inconsistent swimmers; this can be frustrating for the parent, coach and swimmer alike. We must be patient and permit these youngsters to learn to love the sport. Again, we are trying to develop proper stroke technique first and foremost. This will be vital as the swimmers move up in groups and prevent injury.
5. Parents must realize that slow development of competitive drive at an early age is normal and perhaps more desirable than forced early development. It is important that everyone learn to compete and develop some competitive spirit. It is also important for children to learn to adapt at reasonable levels of emotional stress. The small disappointments they must learn to handle as youngsters prepare them for the larger ones they are certain to experience as adults.
6. It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent and coach's job to supply recognition and encouragement to help the young athletes feel good about themselves. Parents' attitudes often dictate those of their children. A child might not be consciously aware of what is taking place while subconsciously absorbing powerful messages about their parent's desires. For example, be enthusiastic about taking your child to meets and practice, fund raising projects and meetings – don't look at these functions as chores.
7. If parents can offer insight on their child that will enable the coaching staff to work more effectively with that child, please be sure to contact the Regional Director of Competitive Aquatics.
8. If you have any questions about your child's training or team policies, contact the Coach Bryn directly. Criticizing the coaches in front of the child undermines the coach's authority and breaks the swimmer-coach relationship necessary for maximizing success.
9. No parent should behave in such a way as to bring discredit to the child, the team, or competitive swimming. Any disagreement with a meet official should be brought to the attention of the coaches and will be handled by the coaches. If a parent does not follow this protocol, the swimmer could be dismissed from the team.
10. Be sure your child swims because he/she wants to. People tend to resist anything they "have to do." Self-motivation is the stimulus of all successful swimmers.
11. The communication between the coach and the swimmer is very important. A two-way relationship must exist daily at practice. It is imperative that the coach has the swimmer's full attention at these times. It is for this reason that we ask parents to watch practice only from the windows outside the pool area in the lobby or in the mezzanine at LCY OR through the glass doors at BCY and not participate in coaching in any manner.
12. Parents are prohibited to approach the scorer's table or officials at any of our meets that we attend unless they are acting in an official capacity at the meet. If you feel there was an error in a time, final place or disqualification, please contact someone on the coaching staff. Failure to abide by this will result in your swimmer(s) being dismissed from the team.

**In general, it is best for parents to refrain from making stroke corrections or trying to coach their swimmer or other swimmers on the team. When parents interfere with opinions as to how the swimmer should swim, it causes considerable, and often, insurmountable confusion as to who the swimmer should listen to and respect. Parents are not allowed on deck during**



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practice. If you differ with something, please discuss it privately with Coach Bryn. If it comes to our attention that parents are attempting to coach swimmers on the team that are not their own children (which is also discouraged), the family will be removed from the team without a refund.

Remember that the attitude and behavior of the parents regarding their outlook on the sport has an important effect on the child. Every youngster can gain from his or her experience, whether positive or not, by striving to do better next time. The secret is not only to produce great swimmers, but also to produce great young people.

### **❖ *Parent's Code of Conduct***

**Participation in the program indicates that parents and participants agree to abide by their respective codes of conduct, and that violation of their code is adequate grounds for removal from the program.** In order to provide an atmosphere where our youth can develop into the citizens we want them to be all three elements – the coach, the parents, and the youth must be equal partners for change.

- 1. I will place an emphasis on the fun of participation and keep the emotional and physical well being of all the children ahead of my personal desire to win.**
- 2. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.**
- 3. I will require my child to treat other swimmers, coaches, fans, and officials with respect without regard to gender, race, religion, culture, or ability.**
- 4. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all swimmers, coaches, officials, and spectators at every meet.**
- 5. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting, refusing to shake hands; physical acts; or using profane language and gestures.**
- 6. I will support and assist this experience however I can... by being a respectful fan, by volunteering at meets, etc.**
- 7. I will not encourage any behaviors or practices that would endanger the health or well-being of the athletes.**
- 8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.**
- 9. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a meets or his/her performance.**
- 10. I will support coaches and officials by working with my child in order to encourage a positive and enjoyable experience for all.**
- 11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.**





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12. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
13. I will demand a sports environment for my child that is free of tobacco, alcohol, and drugs and I will refrain from their use at all sporting events and practices.
14. I will remember that youth sports are for the kids and not for the adults and will do my very best to make this experience fun for all of the children and parents involved.
15. I will respect the officials and their authority during meets and will never question, discuss, or confront coaches at the meet, and will take time to speak with coaches at an agreed upon time and place.
16. I will not approach the scorer's table or officials at any of our meets that we are attending unless I am acting in an official capacity at the meet. I understand that failure to abide by this will result in my swimmer being dismissed from the team.
17. I will refrain from coaching my child or other swimmers during meets and practices, unless I am one of the official coaches of the team.
18. I will pick up my child promptly after meets and practices, so the coach is not left in a compromising position with my child. Parents of swimmers 11 and under must come into the Y with their swimmer(s) to scan them in at the front desk and return inside the building prior to their conclusion of their practice.
19. I also agree that if I fail to abide by this code, I will be subject to disciplinary action that could include, but is not limited to the following:
  - Verbal Warning by official, head coach, and/or YMCA staff member
  - Written Warning
  - Parental meet suspension with written documentation of incident kept on file by YMCA and other involved organizations
  - Parental season suspension.

## **❖ Coach Responsibilities**

The coaches' job is to supervise the competitive swim program. The BCLY coaching staff is dedicated to providing a program for youngsters that will enable them to learn the value of striving to improve oneself to be the best they can be. Therefore, the coaches must be in total control of matters affecting training and competition.

1. The coaches are responsible for placing swimmers in practice groups. This is based on the age and ability of each individual. When it is in the best interest of a swimmer, he/she will be placed in a more challenging training group by the coach. Otherwise, they will swim with their designated practice group.
2. Sole responsibility for stroke instruction and the training regimen rests with the Brandywine Coatesville & Lionville YMCAs Swim Team coaching staff. Each group's practices are based on sound scientific principles and geared to the goals of that group.
3. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. It is the swimmer's responsibility to check-in with a coach before and after each race. The coaches will offer constructive criticism regarding the swimmer's performance.



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4. The building of a relay team is the sole responsibility of the coaching staff.

The coaching staff is constantly updating and improving the BCLY program. It is the child's and parent's responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

### **❖ *Coach's Code of Conduct***

1. I will provide an environment for my swimmers that are safe from physical and emotional harm.
2. I will treat each swimmer as an individual, keeping in mind the wide range of physical and emotional development within the same age group.
3. I will place the emotional and physical well being of my swimmers ahead of any personal or parental desires to win.
4. I will lead by example, demonstrating fair play and sportsmanship.
5. I will abide by the YMCA's code of conduct:
  - A. I will not subject any child to neglect or to mental, verbal, physical, or sexual abuse
  - B. I will not be alone with any child where we cannot be observed by others
  - C. I will treat all children equally without respect to gender, race, religion, culture, or ability
  - D. I will be a positive role model by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity
  - E. I will refrain from profanity and inappropriate jokes.
6. I will not hold extra, private or special practices. Coaches doing so or swimmers attending these types of practices will be removed from the staff or the team.
7. I will use coaching techniques that are appropriate for all the ages and skill levels present.
8. I will seek and encourage parental participation at meets and any other team activities.
9. I will respectfully control the behavior of swimmers and parents by asking them to leave the deck should they become unruly or create an atmosphere that is not appropriate for the development of good sportsmanship.

### **❖ *Communication***

An important link of the swimmer, coach, and parent triangle is the parent-coach communication line. Parents are kept informed of swim team activities through email and our Go Motion website (fka Team Unify).

If any questions or problems should arise, the lines of communication between the coaches and parents will always be open. Feel free to call or email the coaches about problems or suggestions concerning your child. It is very important that you let us know if there is



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anything, we can do to aid your swimmer in his/her full enjoyment of the sport from which he/she will realize greater success. Methods of communication are as follows:

*Website* (<https://www.gomotionapp.com/team/malrlcy/page/home>) – The website provides information on upcoming events, meets, philosophy, and changes in practice schedule.

*Email* – The coaching staff will send out weekly or bi-weekly emails to all team members on our Go Motion website (fka Team Unify). These emails will contain updates, reminders, or immediate changes not located in your family file. Please make sure your emails are correct in Go Motion (fka Team Unify).

### ❖ *Video Equipment & Cellular Phone Policy*

- In order to preserve the rights and privacy of our members, program participants and guests – video recorders, cameras, or any other visual recording devices are not allowed within the YMCA with the exception of public events where a family member is participating: (i.e., swim meets, youth sports activities, Healthy Kids Day, Fashion Show, Kid’s Gift Day, etc.)
- Visual recording devices are NOT PERMITTED in YMCA restrooms, locker rooms or changing areas. *Parents may NOT video or take pictures of their swimmers during swim team practice.* Video recording and picture taking during meets is acceptable.
- Anyone caught taking pictures of another person without their permission and knowledge will be prosecuted to the full extent of the law by the YMCA and may lead to the termination of their membership.

### ❖ *Volunteering Requirements*

- We cannot run swim meets without the help of our parents. Parents act as officials, timers, snack-bar workers to name but a few of the jobs to be done at every meet.
- Volunteers sign up on Go Motion (fka Team Unify). When you sign up your child for a meet, also sign up for a volunteer role. You will be able to pick your preferred job. If you are unable to volunteer at a meet your child is swimming, there will be an option to sign-out as a volunteer. This will ensure you are not assigned a job for the meet.
- When the meet sign-up closes, any unfilled roles will be assigned to families who have a swimmer in the meet who did not choose their volunteer role.
- It is expected that at least one parent from each family will volunteer at least *TWICE* during the winter swim program. In practice we find that once parents start volunteering and become familiar with their roles, they volunteer many times.



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- **When you arrive at the meet, please check in with the volunteer coordinator at each meet to ensure all roles are covered.**
- **As well as being essential to running our competitions, volunteering is a great way to be involved in your child's activity and get to know coaches, swimmers and other parents.**

### **❖ *Swim Team Parents Committee (STPC)***

The STPC will be made up of a cross representation of interested parents from the entire team (i.e. boys, girls, younger and older swimmers, experienced and less experienced swimmers). The responsibility of the STPC will be assisting the BCLY staff in making the competitive swim program the best it can be.

**The STPC is *not* a policymaking Board/Committee. All policy decisions related to any and all YMCA programs are the responsibility of the the YMCA staff (District Executive Director, Branch Executive Director, Regional Director of Competitive Aquatics and Head Coach) and/or the Board of Directors of the YMCA of the Greater Brandywine Association.**

Volunteers on the STPC will meet five times between September to March. We ask that each parent sit on the STPC for that entire time period. The President, with input from the head coach, will set the Agenda for each monthly meeting and run each meeting. The President, Vice President, Treasurer, Secretary, Officials Coordinator and Snack Bar Coordinator must have swimmers on the winter and summer teams, as Coach Bryn will need their assistance throughout the summer (May to July).

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#### **2023-2024 Members:**

**President: Shannon Reynolds (BCY)**

**Vice President: Jeanne Czubaroff (LCY)**

**Coach Representative: Bryn Ammon**

**Secretary: Dana Kelly**

**Officials Coordinator: Dan Chidester**

**Snack Bar Coordinator: Erin Scheivert & Stacey Walsh**

**Social Event Coordinator: Julia Terry w/ Jeanne Czubaroff's assistance**

**Volunteer Coordinator: Jennifer Borneman**

**Regional Director of Competitive Aquatics: Kelly Burk**

#### **Level/Group Representatives:**

**Senior: OPEN POSITION**

**Blue: BCY: Kristin Garcia & LCY: OPEN POSITION**

**Arctic: BCY: Michelle Cattell & LCY: Tanna Whitton**

**Purple: BCY: OPEN POSITION & LCY: Kristin Wade**

**Silver: BCY: OPEN POSITION & LCY: Alyssa Patrick**